



## Operations and Communication Manager Take 3 for the Sea

### Job description

Given the rapid expansion of Take 3 and the desire to further accelerate the organisations growth, the need has been identified for a part time Operations & Communication Manager. The role will work with the 3 Founders of Take 3 plus the broader team and volunteers to lead and enhance internal communication and build greater organisational effectiveness and efficiency.

**JOB TYPE:** Part time (2 days/wk), this timing can be staggered across a number of days.

**LOCATION:** Parts of the role could be completed working from home, with the expectation that a weekly meeting/ work day in Sydney with the CEO Tim Silverwood (Bondi or CBD) would be required. Attendance at the weekly Leadership Team meeting held on the Central Coast will be required on some occasions.

### SUPERVISOR/MANAGER:

Tim Silverwood, CEO & Co-Founder Take 3.

### MAIN DUTIES/RESPONSIBILITIES:

The role is focused in 5 main areas

Focus Area	Key Deliverables
Project Liaison & Communication	<ul style="list-style-type: none"><li>Working with the Take 3 founders (Tim, Mandy, Roberta) to map all the major projects underway, alongside key timings and deliverables (what's required by when) and build these into an operations plan for the organisation.</li><li>Identify efficiencies and synergies across projects.</li><li>Become the 'organisational radar' and perform as a connector role; making sure the right information gets to the right person at the right time.</li><li>Cascade updates from Tim to the leadership team and the broader organisation to free up Tim's time to be more externally focused with partners and sponsors.</li><li>Build an operating knowledge of all projects in the organisation, and effectively manage communication and knowledge transfer and enhance communication flow between the founders and the broader team.</li></ul>
Scorecard & Tracking	<ul style="list-style-type: none"><li>Develop and administer a management scorecard to track project status and progress.</li><li>Develop an impact tracker to monitor and track key success metrics against the organisational goals e.g. Number of schools visited, pieces of rubbish collected etc.</li><li>Prepare the monthly board update on live projects and key deliverables / successes, utilising the updates from the</li></ul>

	founders/ project leads.
Health & Safety	<ul style="list-style-type: none"> <li>Track and steward the Health &amp; Safety standards of the organisation, to ensure procedures are adhered to by program leads.</li> <li>Keep an up to date log of all events ensuring signed safety records are recorded and maintained.</li> <li>Identify potential work health and safety process improvements.</li> </ul>
Operational Effectiveness	<ul style="list-style-type: none"> <li>Drive effective systems and tracking to ensure the organisation operates efficiently and effectively.</li> <li>Maintain and update Take 3 communication software (Trello, Google Calendar).</li> <li>Develop additional systems to collect and collate a detailed record of past events and outcomes, so this is easily accessible and can inform the design of future programs. This should become a one stop shop of historical information.</li> <li>Work closely with the finance manager on operational improvements to streamline sign offs plus track and measure expenditure.</li> </ul>
Program Management	<ul style="list-style-type: none"> <li>For complex large-scale commercial sponsor programs develop effective systems to manage them, and take the lead in co-ordinating the project.</li> <li>In partnership with the CEO, founders or program lead, map and track key deliverables, and program manage / co-ordinate with the client to deliver the plan.</li> </ul>

## SKILLS & EXPERIENCE

### Qualifications:

- Preferred tertiary level education

### Experience:

- Operational management in a small business environment
- Previous work for a NFP or charitable organisation desired but not essential

### Skills and Attribute

- You must be self-motivated, self-starting.
- Be an organised person who pays attention to the little details but also able to see the bigger picture.
- Be flexible in style, informal, and passionate about getting stuff done. Willing to pull out all stops to get the job done.
- Good logistics management and process oriented.
- Be passionate about the Take 3 cause and live the Take 3 Values.
- Be a good connector and communicator both within organisations and externally with commercial partners.
- Possess strong skills in written communication, project management and operational improvement.

### What can you expect playing an integral role as part of Take 3?

- You will be a key part of the team creating a real impact through the Take 3 cause.
- You will be making a lasting contribution to the environment, oceans and people.
- You will have the opportunity to directly work with the 3 founders and report to the CEO. This role will create a wealth of learning and development opportunities.